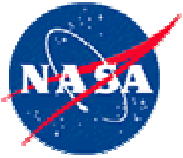# Center Complement Management Process

(aka: Civil Service Deployment and Staffing Process

Marilyn Aldrich

48244

March 13, 2006

Civil Service Deployment and Staffing Process

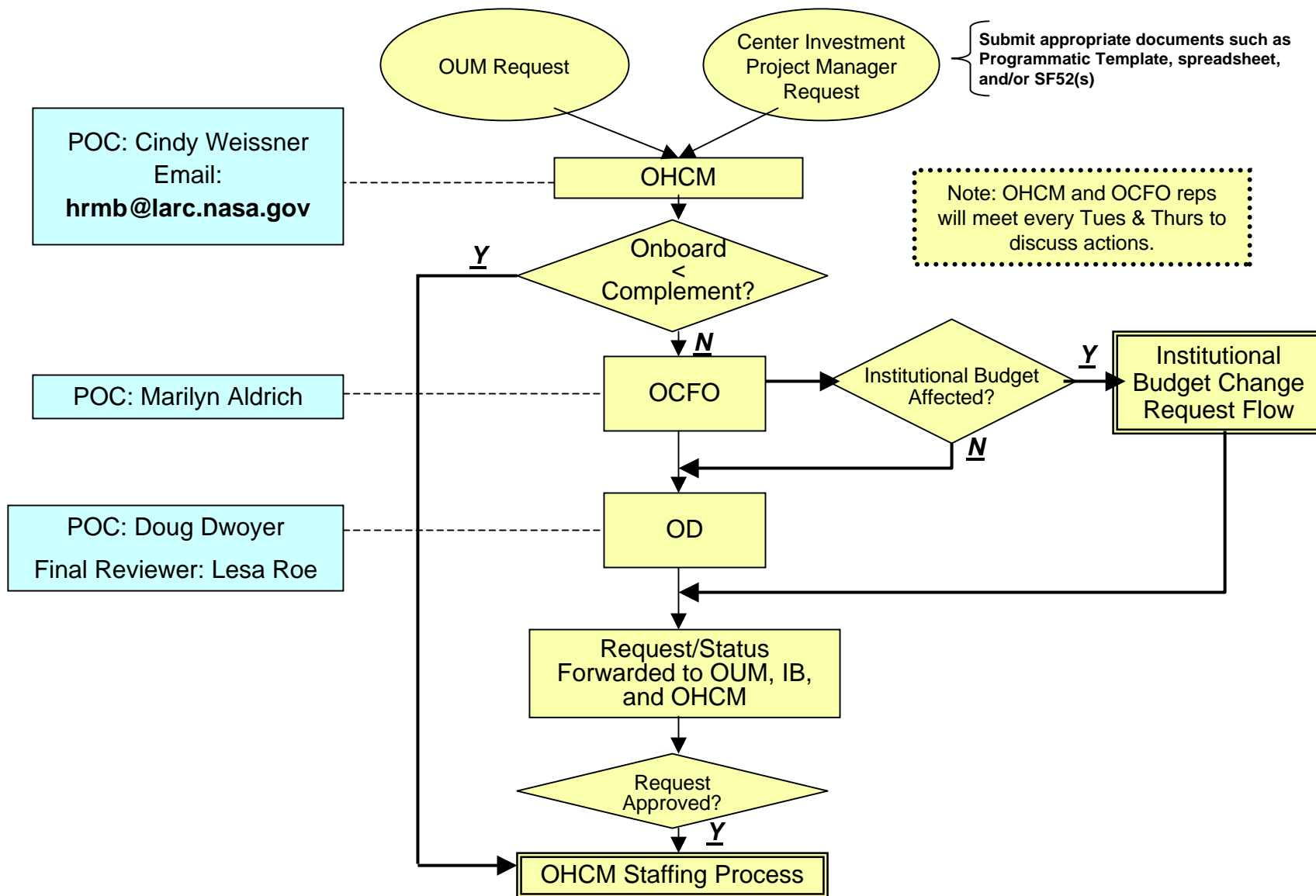This process should be used for all staffing actions

Staffing Actions are:
Filling an opening that is within your complement

Filling an opening that is over your complement
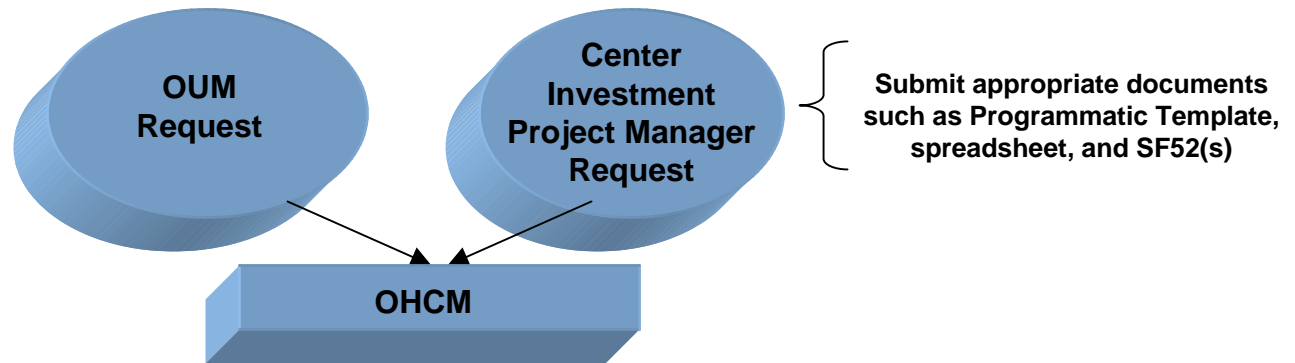but within your complement for an area

Making a request an additional FTE that is over your complement

Civil Service Deployment and Staffing Process

This Process should be used for ALL staffing actions

(OUM Request)

(Center Investment Project Manager Request)

Submit appropriate documents such as Programmatic Template, spreadsheet, and/or SF52(s)

POC: Cindy Weissner
Email:
hrmb@larc.nasa.gov

OHCM

Note: OHCM and OCFO reps will meet every Tues & Thurs to discuss actions.

Onboard < Complement?

Y

N

POC: Marilyn Aldrich

OCFO

Institutional Budget Affected?

Y

N

Institutional Budget Change Request Flow

POC: Doug Dwoyer

Final Reviewer: Lesa Roe

OD

Request/Status Forwarded to OUM, IB, and OHCM

Request Approved?

Y

OHCM Staffing Process

Civil Service Deployment and Staffing Process

OUM Request

Center Investment Project Manager Request

**Submit appropriate documents such as Programmatic Template, spreadsheet, and SF52(s)**

OHCM

• This process should be used for staffing actions

• Submit appropriate documents such as Programmatic Template, spreadsheets, justification and/or SF52(s) to OHCM, Cynthia M. Wiessner at hrmb@larc.nasa.gov

• Programmatic Template is located on the OCFO Website, http://ocfo.larc.nasa.gov under Hotlinks / Workforce

•Service Pool and G&A managers have the option to use this process or the LaRC Institution Budget Change Request Flow (if applicable)

Civil Service Deployment and Staffing Process

OUM Request

Center Investment Project Manager Request

Submit appropriate documents such as Programmatic Template, spreadsheet, and/or SF52(s)

POC: Cindy Weissner Email: hrmb@larc.nasa.gov

OHCM

Onboard < Complement?

Y

N

OCFO

OHCM Staffing Process
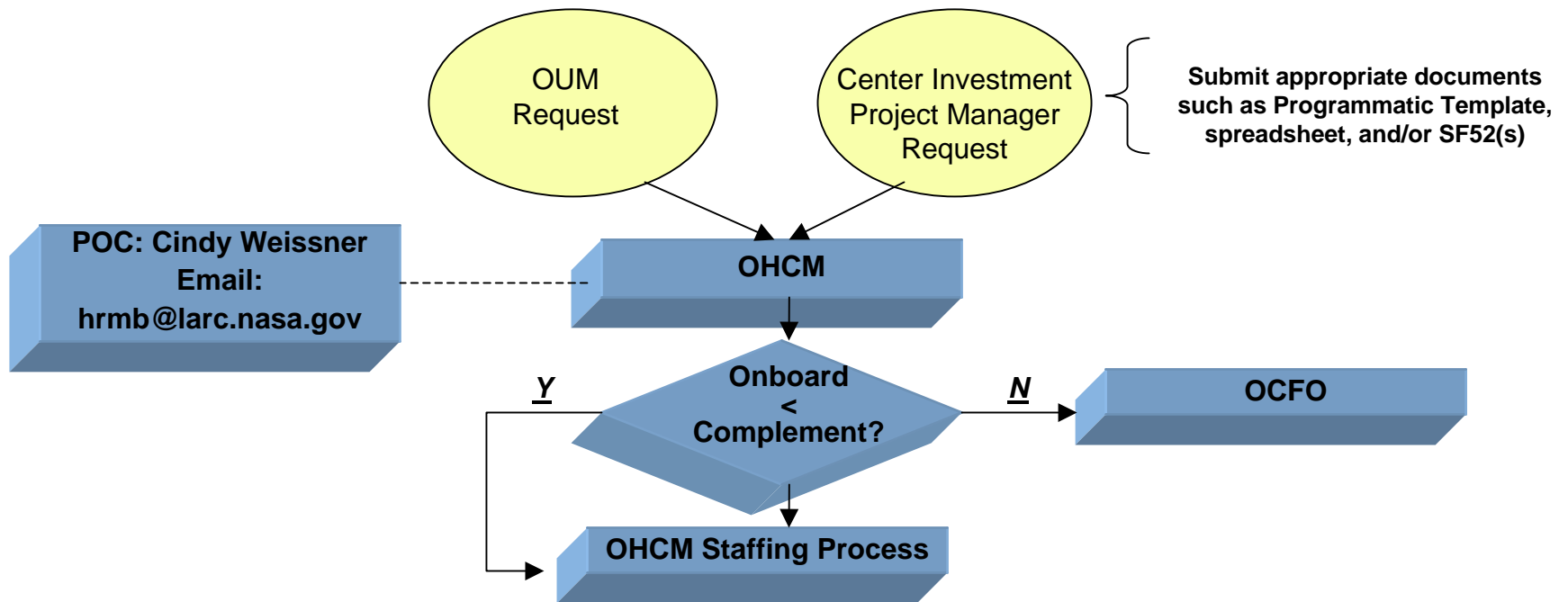
- OHCM will compare onboard to complement number

- If organization's onboard strength is below the complement, OHCM will begin appropriate staffing procedures

- Otherwise, OHCM will forward the request/documentation to OCFO (Marilyn Aldrich and Jon White)

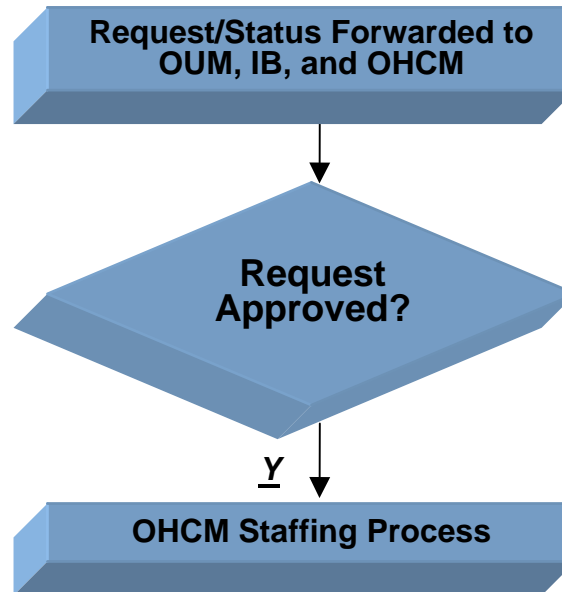# *Civil Service Deployment and Staffing Process*
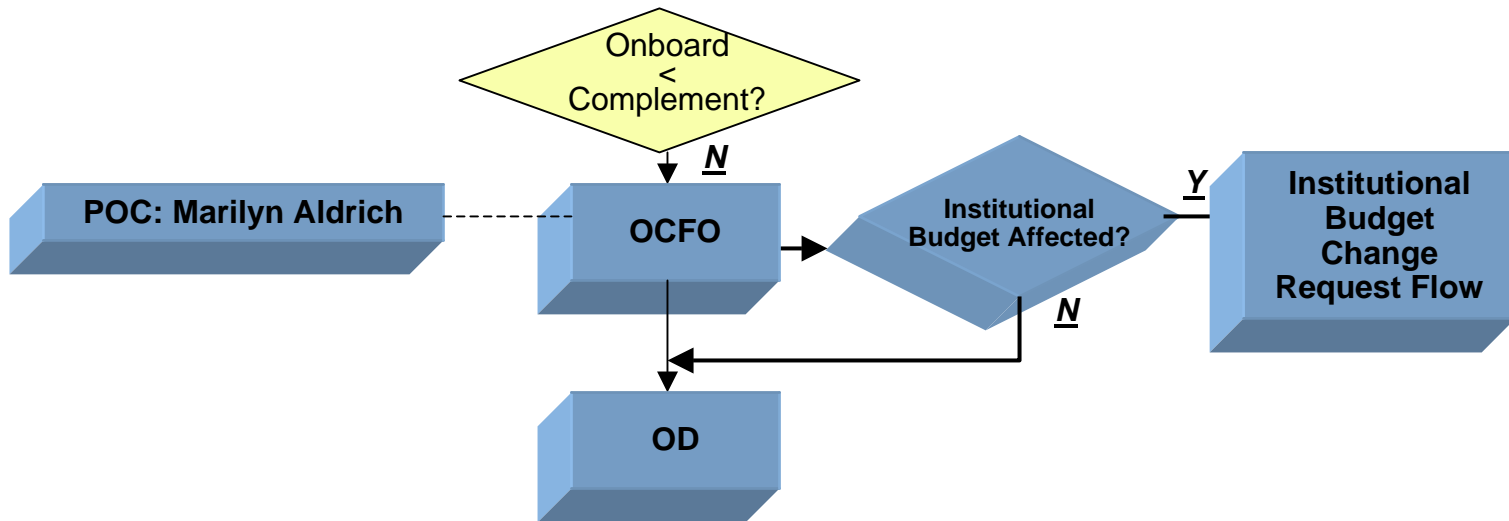
- OCFO will perform Financial Analysis to determine if funding is available to support staffing request

- If the request affects the Institutional Budget (SP or G&A), OCFO will invoke the Institutional Budget Change Request Flow. Within this process, the request and analysis is forwarded to Carl Gray for Doug Dwoyer, ADO, to approve/disapprove

- Otherwise, request and analysis will be forwarded to Carl Gray for Doug Dwoyer, and final disposition to Lesa Roe, to approve/disapprove
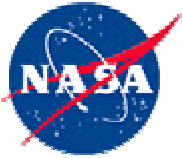
Civil Service Deployment and Staffing Process
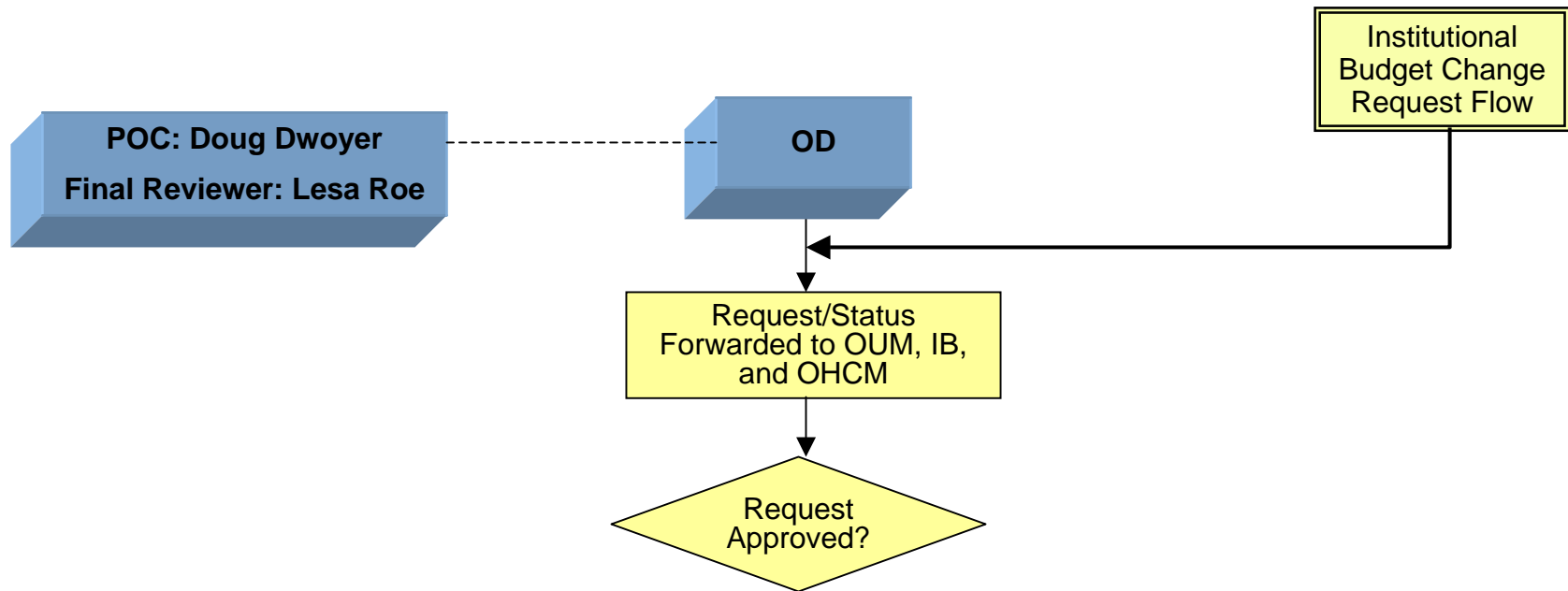
- OD will review documentation and approve/disapprove staffing request

- OD will forward recommendation to OCFO

Civil Service Deployment and Staffing Process

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┌────────────────────────────────┐
│  Request/Status Forwarded to   │
│      OUM, IB, and OHCM         │
└────────────────────────────────┘
                │
                ▼
         ╱──────────╲
        ╱   Request   ╲
        ╲  Approved?  ╱
         ╲──────────╱
                │
              Y │
                ▼
┌────────────────────────────────┐
│      OHCM Staffing Process     │
└────────────────────────────────┘
```

• OCFO will forward request/status to requesting OUM, Institutional Branch Analyst(s), and OHCM. If other organizations are affected by this decision the OCFO POC will communicate changes to the affected organizations.

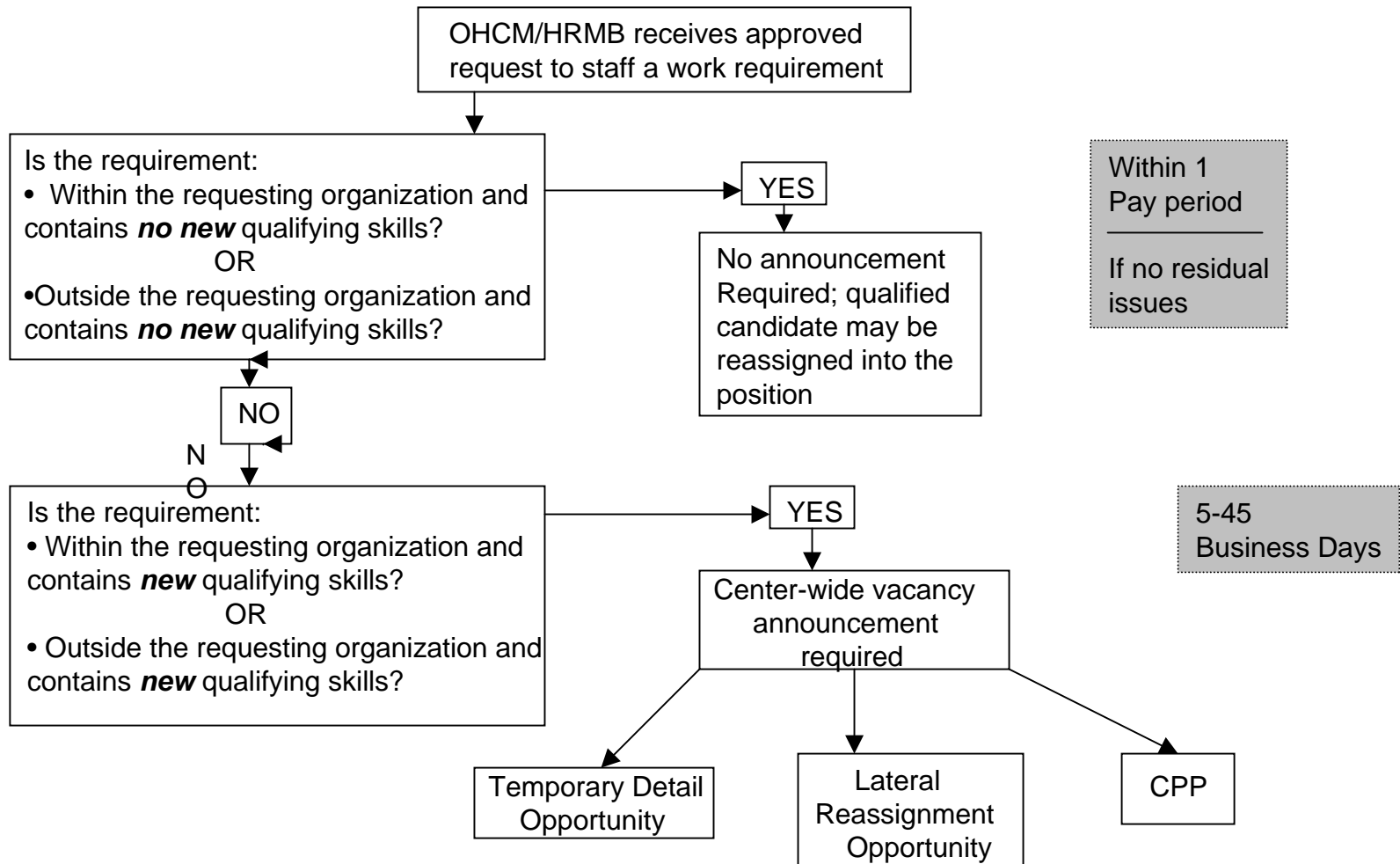• When OHCM receives an approved request, their Staffing Process will be invoked.

Backup

OHCM Staffing Process

OHCM/HRMB receives approved request to staff a work requirement

Is the requirement:
• Within the requesting organization and contains *no new* qualifying skills?
OR
• Outside the requesting organization and contains *no new* qualifying skills?

YES

No announcement Required; qualified candidate may be reassigned into the position

Within 1 Pay period
———————
If no residual issues

NO

NO

Is the requirement:
• Within the requesting organization and contains *new* qualifying skills?
OR
• Outside the requesting organization and contains *new* qualifying skills?

YES

Center-wide vacancy announcement required

5-45 Business Days

Temporary Detail Opportunity

Lateral Reassignment Opportunity

CPP

Note: Process assumes candidates internal to LaRC. Outside hires will be rare and will require written approval by the Center Director. When advertised, outside hires will be Term Appointments unless an exception is approved by the Center Director